



State of Tennessee
Department of State
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37243-0312

**DEPARTMENT OF PERSONNEL
COMMISSIONER MARTHA B. OLSEN RECORDS
1980-[1984-1985]**

RECORD GROUP 305

Processed by:

James Castro
Archival Technical Services

Date Completed: November 21, 2003

MICROFILM ONLY

INTRODUCTION

This finding aid concerns Record Group 305, Department of Personnel Commissioner Martha B. Olsen Records. These records span the years 1980-1985, however the bulk of the collection is concentrated in the years 1984-1985. This record group consists mostly of chronological and alphabetical subject files pertaining to the activities and responsibilities of the Department of Personnel during Commissioner Olsen's period in office.

These records came from the State Records Center, where they had been stored since 1986. It is believed they were transferred to the Tennessee State Library and Archives in 1994. In accordance with this collection's RDA, the material in Record Group 305 has been microfilmed and the originals were disposed of by the state approved method.

Record Group 305 consists of approximately 1 linear foot of records. This collection originally consisted of 17 boxes. Eight boxes, which contained personal information and correspondence of applicants for state jobs, were destroyed. Other records removed were duplicate copies and routine office materials. There are no restrictions on access.

AGENCY HISTORY & BIOGRAPHICAL SKETCH

The Department of Personnel

The Department of Personnel was established in 1939, after operating two years as a Division in the Department of Administration. It is currently divided into two main Divisions: the Technical Services Division and the Human Resources Division.

The Technical Services Division handles examinations and applicant services. It also ensures that all positions in state government are properly classified and maintains data on salaries and benefits.

The Human Resources Division is primarily concerned with providing training and development opportunities for state employees. The Equal Employment Opportunity, Affirmative Action, and Americans with Disabilities section falls under this division.¹

Martha B. Olson

Martha B. Olsen was the executive assistant to the Chancellor of the University of Tennessee at Nashville before joining state government. A native of Cookeville, she was born in 1948, and was an outstanding graduate in the College of Education at the Tennessee Technological University. She received a graduate degree in education, administration, and supervision from the University of Western Australia, and has studied at the YMCA Law School, Tech Graduate School, and the University of Tennessee at Nashville Graduate School. She was appointed Assistant Commissioner of the Department of Revenue in 1979 and was named Commissioner of the Department of Revenue in May, 1980. She was appointed Commissioner of the Department of Personnel in January, 1984, and remained commissioner until December, 1986.²

¹ Source: the Tennessee Blue Book, 2001-2004 Edition

² Source: the Tennessee Blue Book, 1985-1986 Edition

SCOPE AND CONTENT NOTE

Record Group 305, Department of Personnel Commissioner Martha B. Olsen Records, consists primarily of subject files and correspondence related to the standard activities of the Department of Personnel from 1980-1985, although most of the records deal with the years 1984-1985, the period when Olsen was commissioner. The original order of the collection was a mixture of alphabetical and chronological. Where possible, the original order was preserved and the original titles of each folder were maintained. The folders are arranged chronologically; then alphabetically by subject within each year. Typical documents found in this collection are: audits; reports; correspondence with legislators and departments; and files concerning annual meetings and conventions.

A topic of particular interest may be the records concerning the Affirmative Action program in Tennessee in 1984 and 1985. These records can be found in folders 1&2 and in folders 36-39 and contain many statistics and program specifics.

CONTAINER LIST

BOX 1

1. Affirmative Action, 1984
2. Affirmative Action Report, Minority Occupations Report, 1984
3. Agriculture, 1984
4. Alcoholic Beverage Commission, 1984
5. Black Caucus, 1984
6. Black Caucus, Department of Labor Information & Statistics, 1984
7. Black Caucus, Recruitment of Blacks in Middle Management Report, 1984
8. Black Caucus, "Street Law" & Black on Black Violence Report, 1984
9. Class-Comp Project Operations, 1984
10. Class-Comp Project General Files, 1984
11. Commerce & Insurance, 1984
12. Comptroller, 1984
13. Consolidated Retirement System, 1984
14. Correction, 1984
15. Education, 1984
16. Emergency Management Agency, 1984
17. Employment Security, 1984
18. Examinations Division, 1984
19. Finance & Administration, 1984
20. Finance Ways and Means Committee, 1984
21. Fiscal Review Committee, 1984
22. Human Resource Conference, 1984
23. Labor, Department of, 1984
24. Legislation, 1984
25. Legislative Correspondence, 1984
26. National Association of State Personnel Executives Conference, 1984
27. State Employees Charity Fund, 1984
28. Systems Division, 1984
29. Tennessee Bureau of Investigation, 1984
30. Tennessee Government Executive Institute, 1984
31. Tennessee State Management Conference, 1984
32. Tennessee Student Assistance Corporation, 1984
33. Training Division, 1984
34. Trooper Pay Plan, 1984
35. Tennessee State Employees Association Legislation, 1984
36. Affirmative Action "Do's and Don'ts for Interviewing Applicants," 1985
37. Affirmative Action & Equal Employment Opportunity Mini-Conference, 1985
38. Affirmative Action Statistics, 1985
39. Affirmative Action General Files, 1985
40. Agriculture, Department of, 1985

41. Black Caucus, 1985
42. Board of Paroles, 1985
43. Children's Services Commission, 1985
44. Class-Comp Project Implementation Task Group, 1985
45. Class-Comp Project Operations, 1985
46. Class-Comp Project General Files, 1985
47. Comptroller of the Treasury, 1985
48. Conservation, Department of, 1985
49. Corrections, Department of, 1985
50. Corrections In-Service Training Academy, 1985
51. Council of State Governments, 1985
52. Education, Department of, 1985
53. Finance and Administration, Department of, 1985
54. General Services, 1985
55. Human Services, 1985
56. Labor, Department of, 1985
57. Legislation, 1985
58. Legislative Correspondence, 1985
59. Mental Health and Retardation, 1985
60. Military, Department of, 1985
61. National Association of State Personnel Executives Conference, 1985
62. NASW/TCSW Joint Conference, 1985
63. Revenue, Department of, 1985
64. State Employees Charity Fund, 1985
65. Tennessee Arts Commission, 1985
66. Tennessee Bureau of Investigation, 1985
67. Tennessee Commission for Human Development, 1985
68. Tennessee Housing Development Agency, 1985
69. Tennessee Wildlife Agency, 1985
70. Training Division, 1985
71. Transportation, Department of, 1985
72. Treasury, Department of, 1985
73. Veteran's Affairs, 1985
74. Miscellaneous Correspondence, 1985
75. Budget, Fiscal Year 1984-1985
76. Salary Policy, Fiscal Year 1984-1985